

Addendum to:

**REQUEST FOR PROPOSALS (RFP)
TO ADMINISTER WISCONSIN WORKS (W-2)
AND RELATED PROGRAMS**

State of Wisconsin
Department of Workforce Development
RFP # ME-2049

RFP ADDENDUM NO. 1

Date of this Addendum: July 12, 2005

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GENERAL COMMENTS

This Addendum corrects minor language errors, revises Part Two, Section One, #1.13, Performance and Fidelity Bonding, and replaces Appendix F, W-2 and Related Programs Caseload for May 2005 and Form 12, Workforce Development Board Plan Review.

Items #2, 3, 4 and 6 below apply to the Re-contracting Instructions, as well.

1. Part One: About the RFP, Section 1, #4.11:

The last paragraph in this section is amended to correct the reference and it reads as follows:

The material submitted by the Proposer Agency in response to this RFP that the Proposer Agency considers confidential and proprietary information and which qualifies as a trade secret, as provided in section 19.36(5) of the Wisconsin Statutes, or material which can be kept confidential under the Wisconsin public records law, must be identified on the Designation of Confidential and Proprietary Information (Form 5) of the RFP (see Part 2, section 1.16). Cost proposal prices cannot be held confidential.

For further information concerning this addendum contact:

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2. Part Two: W-2 and Related Programs Plan, Section One, #1.13

Performance and Fidelity Bonding (Applicable to Private Agencies only)

This section is amended to read as follows:

Summary:

Private W-2 Contract Agencies are required to purchase bonding to cover 1-month's prepayment (1/24th of the allocation for administration and services) received under the W-2 program. Upon signing the W-2 Contract, the W-2 Contract Agency must submit to the Department a bond in the form of a bond or an Irrevocable Letter of Credit issued by a commercial bank. Either specific form must be acceptable to the Department with the beneficiary to be listed as the State of Wisconsin. The bond shall be in the amount of 1-month's prepayment to be received under the contract and shall be executed by a company authorized to do business in the State of Wisconsin.

The bond shall provide funds to the Department in the event that the Department suffers any liability, loss, damage or expense as a result of the W-2 Contract Agency's failure to repay the prepayments made under the Contract.

The bond may be subject to annual renewal at the underwriter's option, provided the W-2 Contract Agency shall maintain a bond meeting the requirements of this section for the term of the Contract. The bond shall provide that it cannot be canceled during the annual term of the bond.

If the W-2 Contract Agency elects to not receive any prepayments, then no bond is required.

Response Item:

No response at this time. The Department will provide a bond form that you can take to your insurance company to obtain the correct coverage.

At the time of contracting, you will be required to provide either:

- Proof of bonding as described above or
- A written request not to receive prepayments.

3. Part Two: W-2 and Related Programs Plan, Section Three, #1.1

The fourth paragraph in this section is amended to remove the reference to Appendix B and it reads as follows:

W-2 Contract agencies whose CSJ caseload reaches fifty (50) or more for three (3) consecutive months will be subject to Incentive Based Contracts. In an Incentive Based Contract twenty percent (20%) of the administration and services reimbursement funding must be earned through achieving specific program placement outcomes. The twenty (20%) is for reimbursement of allowable costs, but is not released unless the program outcomes are met.

4. Form 2, Instructions

The instruction for Administration, the first item under Budget Table, is amended to include Temporary Assistance for Needy Families (TANF) in front of Eligibility. The instructions for administration are amended to read as follows:

Administration – Enter projected costs which are necessary for administrative oversight of W-2 and Related Programs and are not directly related to delivery of services for the W-2 base contract. This includes costs associated with Agency Management Support and Overhead (AMSO) that are allocated to the W-2 base contract. Temporary Assistance for Needy Families (TANF) eligibility is an administrative cost. Break these costs out between those at the W-2 Contract Agency and those incurred at the subcontractors.

5. Appendix F, [W-2 and Related Programs Caseload for May 2005](#)

Appendix F is amended to correct a mathematical error.

6. [Form 12](#), Workforce Development Board Plan Approval

Form 12 is amended to reflect the updated instructions on the Workforce Development Board review process. (See Questions and Answers, published on July 8, 2005.)

End of Addendum.